

# **Montana Local Technical Assistance Program**

## **Needs Assessment Survey July 2009**



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## Montana LTAP Needs Assessment Survey 2009

### Introduction

One of the core functions of the LTAP program is to provide technical training to state and county road offices and city street departments. Our vision is to continue to develop this program to fit your training needs. In order to accomplish this goal, we are requesting that you complete the attached Needs Assessment Survey. We want to take a fresh look at the services LTAP provides and determine what changes in services need to be implemented.

This survey is divided into four sections:

- (1) Technical Training
- (2) Technology Transfer
- (3) Management Systems
- (4) Technological Capacity

Each section provides us with key information relating to your training needs, desired level and/or type of technical assistance, and the technological capacity of your office or agency.

Please review the LTAP informational brochure that has been included and the list of workshops that it contains. This information will assist you when completing this survey.

**Section 1. Technical Training**

Each Training Need listed on the following pages may not be addressed best through the same training approach (i.e., classroom, videoconference, workshop, etc.). Therefore, in addition to asking you to identify your training needs, we are asking you to identify which training approaches you think may be most appropriate. If you have no opinion, just leave the Training Approaches Column (III) blank.

**Directions**

**Column I** – Please estimate the number of personnel from your office/agency that might participate in this training.

**Column II** – Please prioritize the training subject area using a scale of 1 to 5 with 1 being the highest priority and 5 being the lowest priority. 1= Highest Priority; 5 = Lowest Priority

**Column III** – Please indicate the letter of the preferred training approach (A, B, or C) from the three choices shown below.

**Choice**

**Definition**

- |          |   |
|----------|---|
| <b>A</b> | <b>On-Demand Training:</b> Training which can be scheduled on short notice (30 to 60 days), conducted on site, and is typically only 2 to 8 hours in duration.  |
| <b>B</b> | <b>Workshops:</b> Training that is scheduled 4 to 6 months in advance and lasts from several hours to several days.   |
| <b>C</b> | <b>Certification:</b> Training & testing that is designed to validate competency in a given technical area. It also allows standardization of qualifications. An example of this type of training/testing is the Work Zone Flagger certification. |

**Section 1. Technical Training**

<b>Subject</b>	<b>Column I Number To Be Trained</b>	<b>Column II Priority (1 to 5)</b>	<b>Column III Training Approach (A, B, or C)</b>
<b>Design &amp; Pre-Construction</b>			
Transportation Planning	_____	_____	_____
Surveying	_____	_____	_____
Standards & Specifications	_____	_____	_____
AASHTO Roadway Prism Design	_____	_____	_____
Road Shoulders & Ditches	_____	_____	_____
Clear Zones & Edge Drop-offs	_____	_____	_____
Other _____	_____	_____	_____
<b>Construction</b>			
Earthwork	_____	_____	_____
Drainage Structures	_____	_____	_____
Asphalt Pavements	_____	_____	_____
Other _____	_____	_____	_____
<b>Maintenance</b>			
Roadside	_____	_____	_____
Drainage Structures	_____	_____	_____
Unpaved Roads	_____	_____	_____
Asphalt Roadways	_____	_____	_____
Snow & Ice Control	_____	_____	_____
Other _____	_____	_____	_____
<b>Equipment</b>			
Operation	_____	_____	_____
Maintenance & Repairs	_____	_____	_____
Fleet Management	_____	_____	_____
Other _____	_____	_____	_____
<b>Management</b>			
Pavement Management Systems	_____	_____	_____
GIS/GPS	_____	_____	_____
Sign Management	_____	_____	_____
Coordination with			
Rural Addressing Weed Control	_____	_____	_____
GASB34	_____	_____	_____
Creative Funding	_____	_____	_____
PASER (Pavement Surface Evaluation Rating)	_____	_____	_____
Other _____	_____	_____	_____

**Section 1. Technical Training (cont'd)**

<b>Subject</b>	<b>Column I Number To Be Trained</b>	<b>Column II Priority (1 to 5)</b>	<b>Column III Training Approach (A, B, or C)</b>
<b>Materials</b>			
Soils & Aggregate	_____	_____	_____
Concrete	_____	_____	_____
De-Icer Chemicals	_____	_____	_____
Other _____	_____	_____	_____
<b>Asphalt</b>			
Asphalt Materials	_____	_____	_____
Use of Recycled Asphalt in Hot Mix (15-20%)	_____	_____	_____
Warm Mix Asphalt Technology	_____	_____	_____
Crack Seals	_____	_____	_____
Chip Seals	_____	_____	_____
CRF Seals (Double Shots)	_____	_____	_____
Other _____	_____	_____	_____
<b>Traffic Control</b>			
Signing (Permanent)	_____	_____	_____
Sign Reflectivity	_____	_____	_____
Flagging	_____	_____	_____
Work Zone Traffic Control	_____	_____	_____
Other _____	_____	_____	_____
<b>Worker Safety</b>			
Motor Vehicle Crashes	_____	_____	_____
Slips and Falls	_____	_____	_____
Back Safety	_____	_____	_____
Finger and Hand Safety	_____	_____	_____
Winter Survival	_____	_____	_____
Summer Safety	_____	_____	_____
Hazardous Materials	_____	_____	_____
Other _____	_____	_____	_____
<b>Other Areas</b>			
Public Relations	_____	_____	_____
Legal Issues	_____	_____	_____
Safety/Risk Management	_____	_____	_____
Basic Math Skills	_____	_____	_____
Sedimentation & Erosion Control, BMP's	_____	_____	_____
Leadership-Supervision	_____	_____	_____
Other _____	_____	_____	_____

**Section 2. Technology Transfer**

LTAP strives to assist you in keeping abreast of current research and transportation knowledge. In addition to ranking the below subjects, we have listed a number of commonly used technology transfer methods. Please indicate, if possible, your preference for each of the methods. Technology transfer can be viewed as any process by which existing research knowledge, or new technology, is transferred into useful processes, products or programs.

**Directions**

Of the subjects listed below, please indicate your top five priorities with 1 being the highest priority and 5 being the lowest priority.

- |  |   |
|--|---|
| <input type="checkbox"/> Pre-Construction and Design               | <input type="checkbox"/> Construction Techniques  |
| <input type="checkbox"/> Summer Maintenance                        | <input type="checkbox"/> Federal Requirements     |
| <input type="checkbox"/> Winter Maintenance                        | <input type="checkbox"/> Construction Equipment   |
| <input type="checkbox"/> Asphalt Materials                         | <input type="checkbox"/> Safety & Risk Management |
| <input type="checkbox"/> Soils/Environmental Considerations        | <input type="checkbox"/> New Technologies         |
| <input type="checkbox"/> Construction Signing/Traffic Control      | <input type="checkbox"/> Materials                |
| <input type="checkbox"/> New Product Evaluation                    | <input type="checkbox"/> Traffic Control          |
| <input type="checkbox"/> Information Highway (i.e. Internet, etc.) | <input type="checkbox"/> Worker Safety            |
| <input type="checkbox"/> Management                                | <input type="checkbox"/> Other _____              |

**Methods for Providing Technology Transfer**

Please indicate your preference for accomplishing technology transfer by ranking the top five delivery methods with 1 being the highest priority and 5 being the lowest priority.

- |   |   |
|---|---|
| <input type="checkbox"/> Hands-on Demonstrations                                      | <input type="checkbox"/> Reports                              |
| <input type="checkbox"/> Newsletters  | <input type="checkbox"/> LTAP Internet Home Page              |
| <input type="checkbox"/> Videotapes   | <input type="checkbox"/> Computer disk software presentations |
| <input type="checkbox"/> Distance Learning  | <input type="checkbox"/> Standard DVD                         |
| <input type="checkbox"/> Webinar (Computer)   | <input type="checkbox"/> Publication Lists                    |
| <input type="checkbox"/> TLN (Transportation Learning Network)<br>(Satellite - UPGTI) | <input type="checkbox"/> Conferences                          |
| <input type="checkbox"/> EdNet (Video, phone lines, University Based)                 | <input type="checkbox"/> Magazines                            |
| <input type="checkbox"/> Personal Communication                                       | <input type="checkbox"/> Implementation Packages              |
| <input type="checkbox"/> Product Announcements  | <input type="checkbox"/> Trade Publications                   |
| <input type="checkbox"/> Workshops  | <input type="checkbox"/> Trade Shows                          |
| <input type="checkbox"/> Other _____  |   |



**Section 4. Technological Capacity**

This section simply refers to your agency’s ability to receive information using different methods. When completing the questions, it is not necessary to perform an inventory of your facilities. We only need reasonable estimates that can be used for planning purposes.

**Directions**

Please check box or fill in the blank with the most appropriate response for each question.

**How many computers does you agency use?**

- None    1-5    6-10    11 or more

**How many computer(s) have access to the Internet in your organization?**

- None    1-5    6-10    11 or more

**What is the computer software platform most widely used in your agency?**

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**What other learning tools do you feel could be used?**

- Webinars    Technical Visits    Workshops    Distance Learning Network

**Please list any thoughts or comments below. We sincerely appreciate your input.**

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**If submitting online, click on “Submit Form” on color panel upper right-hand corner.**

Otherwise, copy and fax completed survey to: 406-994-5333

Or Mail to: Montana LTAP, PO Box 173910, Bozeman, MT 59717-3910

Or Save and E-mail to: [galbert@coe.montana.edu](mailto:galbert@coe.montana.edu)